

**Workforce Development System  
Program Guidance Letter #24-01  
May 13, 2024**

**To:** Workforce Development Community

**SUBJECT:** State-Level Training and Supportive Services Funding

**PURPOSE**

Notify Local Workforce Development Boards (LWDBs) that State-level funds will be made available to interested and eligible LWDBs to utilize for Adult and/or Dislocated Worker (DW) training and supportive services purposes.

**ACTION**

The New York State Department of Labor (NYSDOL) will issue up to a total of \$2.3M in State-level funds to interested and eligible LWDBs through a Notice of Obligational Authority (NOA) process to fund training and supportive services (i.e., assistance with transportation, childcare, and housing; referrals to legal aid services and healthcare; and assistance with work and/or training-related items such as electronic devices for participants, if \$999 or less per unit). See **Attachment A: PeopleSoft Codes for State-Level Training and Supportive Services Payments** for appropriate fiscal reporting.

**Note:** These State-level funds cannot be used for administrative purposes or to provide Workforce Innovation and Opportunity Act (WIOA) career services.

An LWDB is eligible for this funding if it met the WIOA-required 80% obligation rate for Program Year (PY) 2022 Adult and DW funds, and can advise that they are also on track to do so for PY 2023.

Funding will be issued to eligible and interested LWDBs on the following scale:

- Small LWDBs (Columbia-Greene, Sullivan, and Tompkins) – Up to \$100,000;
- Medium LWDBs (All others, except small LWDBs and NYC) – Up to \$200,000; and
- Large LWDB (New York City) – Up to \$300,000.

All State-level training and supportive services funds received must be expended by June 30, 2025.

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Interested and eligible LWDBs must submit a statement of interest in receiving these funds to [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov) no later than **May 24, 2024**.

### ADDITIONAL INFORMATION

Issued State-level funding to LWDBs for these purposes is subject to the following Workforce Development System Technical Advisories and Program Guidance Letters (WDS TAs and PGLs):

- TA #[11-02.5](#): UPDATED Financial Reporting and Cash Draw-down Policy and Procedures for Workforce Innovation and Opportunity Act, Workforce Investment Act, Trade Adjustment Act and Other Federal Funding;
- TA #[16-02](#): Retention of Records by Local Workforce Development Boards;
- TA #[17-04](#): Final Fiscal Closeout of Expiring Federal Funds;
- TA #[17-07](#): Use of One-Stop Operating System and Re-Employment Operating System;
- TA #[21-04](#): Monitoring – New York State Department of Labor (NYSDOL) Workforce Innovation and Opportunity Act (WIOA) Monitoring/Oversight of and Provision of Technical Assistance to Local Workforce Development Boards (LWDBs) and LWDB Responsibilities Relating to NYSDOL’s Monitoring Process;
- TA #[21-05](#): Monitoring – Remote and/or Onsite Subrecipient Oversight and Monitoring Responsibilities for Chief Elected officials (CEOs) and Local Workforce Development Boards (LWDBs);
- PGL #[23-01](#): Guidance on Waiver Requests for the Workforce Innovation and Opportunity Act (WIOA) 80% Obligation Requirement for Title I Adult, Dislocated Worker (DW), and Youth Formula Funds; and
- TA #[23-01](#): Serving Priority Populations and Priority of Service under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult Program.

The One-Stop Operating System (OSOS) is the primary case management system used for tracking all services provided to customers throughout the Workforce Development System. A State-Level Training and Supportive Services [OSOS Desk Guide](#) was created to assist staff in recording services allowable under this program. All staff completing data entry must comply with TA #[17-07](#).

### REFERENCES

Workforce Innovation and Opportunity Act ([WIOA](#)) Section 134

20 CFR Part 680 – [Subpart B](#)

Training and Employment Guidance Letter (TEGL) No. [19-16](#)

### INQUIRIES

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Questions regarding this PGL may be directed to [LWDB@labor.ny.gov](mailto:LWDB@labor.ny.gov).

**ATTACHMENTS**

A: [PeopleSoft Codes for State-Level Training and Supportive Services Payments](#)

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